

21 AUG 1980

MEMORANDUM FOR: Chief, Real Estate and Construction Division, OL
Chief, Printing and Photography Division, OL
Chief, Logistics Services Division, OL
Chief, Procurement Division, OL
Chief, Supply Division, OL
Chief, Personnel and Training Staff, OL
Chief, Procurement Management Staff, OL
Chief, Security Staff, OL

THRU: Director of Logistics

FROM:
Chief, Plans and Programs Staff, OL

SUBJECT: Long Range Plan

1. The Agency has standardized on three classes of planning objectives. As you may recall, the three classes are:

strategic planning objectives--those critical directorate initiatives accomplishment of which will be necessary if we are to be able to provide responsive and cost-effective support services to our customers in the future;

operational planning objectives--generally speaking, those activities that relate either to your capability to provide a service or a product to your customer population in the near to mid term, or to the actual provision of a significant service or product to one or more customers. This latter category would include either very high Agency priority individual customer requirements or programs that impact a large user population or a large number of Agency employees; and

conversational objectives--those items of short term or transitional interest which are listed under a "For Discussion Purposes Only" heading for each management conference and for which no formal documentation is required.

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2. The Office of Logistics (OL) has identified the LIMS project as "strategic" and LIMS will be tracked at the DDA level. The requirement now exists for OL to identify operational objectives. Operational objectives should meet one or more of the following criteria:

--it derives from a strategic objective which has been accepted for tracking at the Agency or directorate level;

--it is an innovative proposal for the provision of support services that has the potential for a very high payoff;

--it constitutes an integral and vital portion of the mission of your office;

--it results from specific DCI, DDCI, or DDA direction and guidance; or

--it involves a significant resource investment (people or dollars) in support of a new and high priority customer requirement.

In addition to the above criteria, your operational objectives should be:

--specific regarding the action(s) to be taken and the results expected;

--capable of following a milestone structure; and

--attainable given authorized personnel ceiling and funding authorizations.

3. Section III of the OL Strategic Plan identifies, by division, objectives which meet the above criteria. Attached is the format for reporting OL's operational objectives. Please follow the format for each of your respective objectives that are included in the Long Range Plan, along with any new objectives that you would like to incorporate into the plan. Please provide your objectives to P&PS no later than the close of business 8 September. Please contact me on extension on questions about the submission of objectives or the Long Range Plan.

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Attachment

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Distribution:

Orig - C/RECD/OL

1 - Each other addressee

1 - OL/P&PS (Official)

1 - OL/P&PS (Chrono)

1 - D/L Chrono

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OL/P&PS/ (20 Aug 80)